

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – December 16, 2020**

The Manor Borough Council held its monthly business meeting on Wednesday, December 16, 2020 at 7:00 P.M., via a Zoom online meeting due to pandemic mitigation.

Roll Call of Attendance:

(Present)	Bruce Hartman, President	Dawn Lynn, Vice President
	Dave Gongaware	Ralph Hensell
	Christine Marchand	Jim Vacha
	Brian Woy	
	John Campfield, Solicitor	Ed Antonacci, Engineer
		Mike Radakovich, Tax Collector 7:06 P.M.
(Absent)	Jason Krainbucher, Zoning Office	George Valmassoni, Chief of Police
	Mike Matrisch - Mayor	

**Minutes** – A motion “to accept the minutes of the meeting held on November 11, 2020, as read” was made by Ms. Lynn, and seconded by Mr. Woy. The motion carried unanimously.

**Public Comment on Agenda Items** – None.

**Mayor’s Report** (Mr. Matrisch) – None.

**Solicitor’s Report** (Mr. Campfield) – None.

**Engineer’s Report** (Mr. Antonacci) – The Engineer, Borough Manager and Solicitor are working on the update to the stormwater management ordinance.

**Planning & Zoning Officer’s Report** (Mr. Krainbucher) – None.

**Borough Manager’s Report** (Mr. Lapia) – Mr. Lapia reported the solid waste contract is up in March. Council discussed to have the Solicitor prepare a bid package for solid waste: A 2-year contract with an optional third year. The base bid package is to include E-Waste, leaves and yard waste. Then recycling and household hazardous waste is to be bid as an optional add on. There are vacancies for PTARC Delegate, Zoning Hearing Board, Planning Commission, Civil Service Commission and Recreation Board. These openings have been advertised on the Borough’s web page for several weeks with little to no response. Wage Tax collected is 104% of what was budgeted and Real Estate tax collected is 101% of what was budgeted.

**Treasurer’s Report** – A motion “to approve the Treasurer’s Report for the month of November 2020, as prepared” was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

**Tax Collector’s Report** – A motion “to approve the Tax Collector’s Report for the month of November 2020, as prepared” was made by Ms. Lynn and seconded by Ms. Marchand. The motion carried unanimously.

**Committee Reports**

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – None.
- **Public Safety** – Mr. Woy noted after not hearing from the ISO for 9 months, the ISO has a new representative. He also reported the Durango Police Vehicle is at Jim Shorkey Auto Group awaiting upfit. There has been a delay in receiving needed parts, but the dealership assured Mr. Woy it is

next in line to be worked on. The Borough has a buyer for the police car being replaced as Avonmore Borough has expressed an interest in purchasing it. Mr. Woy then thanked the law firm of Campfield & Ferraro for contributing money to the Westmoreland County Food Bank on behalf of Manor Borough.

### **Unfinished Business**

None

### **New Business**

- Consideration “to approve Declaration of Disaster Emergency.” Ms. Lynn motioned to approve the Declaration of Disaster Emergency for Ninety (90) days effective December 18, 2020 ending March 18, 2021. A contingency plan should be in place in case the Public Works employees should become ill, and the Borough needs snow removal. The plan would be in effect for 90 days, and the rules and regulations will need to be updated to reflect the changes in mitigation handed down by the Governor. In addition, Council decided to hold the meetings in January, February and March by tele-conferencing. Seconded by Mr. Gongaware, motion carried unanimously.
- Consideration “to adopt the Budget for 2021.” Revision to the preliminary budget included actual figures for General Liability Insurance and Worker’s Compensation, at a \$4,000 increase, which results in a \$3,530 deficit. The deficit will be covered with General Fund surplus. Mr. Vacha motioned to approve the 2021 Budget. Seconded by Ms. Lynn, the motion carried by majority. Ms. Marchand voted “No”.
- Consideration “to approve Resolution 2020-10 Appointing Brian Woy to the Civil Service Commission.” Ms. Lynn motioned to approve Resolution 2020-10 appointing Brian Woy to the Civil Service Commission. Seconded by Ms. Marchand, the motion carried unanimously,
- Consideration “to approve Resolution 2020-11 setting real estate tax millage for 2021.” Mr. Woy motioned to approve Resolution 2020-11 keeping the real estate tax millage at 17.5% for 2021. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to approve Resolution 2020-12 setting sewer rates for 2021.” With a slight increase in rates, Ms. Lynn motioned to approve Resolution 2020-12 setting the sewer rates for 2021. Seconded by Mr. Woy, the motion carried unanimously.
- Consideration “to set meeting dates for 2021.” Ms. Lynn motioned to accept the meeting dates set for 2021 and amending the January, February and March meetings dates to reflect them being held online. Seconded by Mr. Woy, the motion carried unanimously.
- Consideration “to renew geese contract with Crespo Wildlife Solutions.” While most of the geese and ducks have gone elsewhere, a few geese are returning. Council feels with the upcoming installation of the new playground, the Borough needs to continue the contract with Crespo Wildlife Solutions. Ms. Lynn motioned to renew the contract with Crespo Wildlife Solutions. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to name Penn Trafford News as the Official Borough Newspaper.” Ms. Lynn motioned to name Penn Trafford News as the Official Borough Newspaper. Seconded by Mr. Vacha, the motion carried unanimously.
- Discussion on Oak Street and McKelvey Street Sewer Project. Mr. Woy motioned not to award the Oak Street/McKelvey Street sewer contract based on the latest COVID-19 mitigation and guidance from the Commonwealth of Pennsylvania for non-essential public construction projects. The Borough was also informed by MAWC that a written agreement between the Borough and MAWC needs to be in place to relocate a portion of the water line on Oak Street. Seconded by Mr. Gongaware, the motion carried unanimously.

**Correspondence** – Email from Paralyzed Veterans of America requesting a donation bin be placed in the Borough Parking lot. There are other bins in the Borough that appear to be collected frequently. A concern was of items piling up outside of the bin. Council agreed to allow a collection bin to be placed in the Borough Parking lot.

**Payment of Bills** – A motion “to approve payment of the bills as of December 16, 2020, as presented” was made by Mr. Vacha and seconded by Ms. Lynn. The motion carried unanimously. Then a motion “to approve payment to Groff Tractor” was made by Ms. Lynn. Seconded by Mr. Vacha, the motion carried unanimously. Mr. Woy abstained due to a conflict of interest.

There was no Executive Session.

**Citizen Comments** – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and was seconded by Mr. Woy. The motion carried unanimously. The meeting adjourned at 8:18 P.M.

Joseph N. Lapia  
Borough Manager